Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

Established under The Ombudsman Ordinance, Cap. 397 of the Laws of Hong Kong, the Office of The Ombudsman has a vision to ensure that Hong Kong is served by a fair and efficient public administration. We are committed to improving public administration through independent, objective and impartial investigation into complaints of or suspected injustice caused by maladministration.

Applications are now invited for the following position:

Assistant Manager (External Relations) - Multimedia

Roles and Responsibilities

Reporting to Senior Manager (External Relations), the job holder will carry out the following duties:

(a) To create, develop and manage digital corporate communication content materials for office website and social media platforms to engage target stakeholders;
(b) To be responsible for visual design and photography of publicity and office activities, including copywriting, video-making, video-editing, write-up and translation of scripts and articles;
(c) To assist in external relations related matters, including developing external relations plans, organising publicity programmes and media-related activities, producing advertising and promotional materials; and
(d) To assist in supervising the daily operation of the External Relations Section.

Entry Requirements

(a) A recognised university degree, preferably in digital marketing, communication, marketing, journalism or related disciplines;
(b) Good knowledge of digital marketing and hands-on experience in design, creative solutions, artwork and video production on various digital platforms;
(c) Familiar with basic web design specifications; proficient in PS, Adobe Illustrator, AE, Sketch, Figma and any other design software;
(d) Knowledge about the use of artificial intelligence tools for creative work an added advantage;

(e) A good command of spoken and written Chinese (including conversational Putonghua) and English;
(f) Mature and pleasant personality with good communication, organising and problem-solving skills; and
(g) Creative, self-motivated, with strong attention to detail and the ability to work independently.

(**Current final-year university students are also welcome to apply**. If selected, their appointments will be subject to the production of proof of the required academic qualifications.)

Remuneration and Terms

A competitive remuneration and benefits package, which includes a basic salary of around **HK$35,000** plus **HK$2,200** cash allowance per month at current levels, paid annual leave, general holidays, medical and dental insurance, life and disability insurance and MPF, 5-day work week, etc., will be offered. The successful candidate will be appointed on contract terms of around three years. Subject to satisfactory performance, a gratuity will be payable on completion of the contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Subject to service needs and staff performance, renewal of contract will be considered.

Application

Please send your application (which should include a cover letter explaining why you are interested in the position and why you consider yourself suitable for it to the Office of The Ombudsman in both English (not less than 500 words) and Chinese (not less than 300 words), a completed application form, a CV and preferably with a portfolio of past works) by email to hr@ombudsman.hk. Application form is available on our website (http://www.ombudsman.hk). The closing date of application is **11 December 2024**. Applicants who do not receive a reply from the Office within three months from the closing date should regard their applications as unsuccessful. For enquiries, please email to hr@ombudsman.hk.

General Notes

All applications will be treated in the ***strictest confidence****. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at the above email address.*

The Ombudsman is an Equal Opportunities Employer.